## Did You Know: Deadlines

<table>
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<tr>
<th>Timeframe</th>
<th>Key Milestones</th>
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| 3 mos.     | - Student Supervisor Checklist of Expectations completed  
- Intellectual Property Awareness Agreement completed  
- [https://grad.ucalgary.ca/current-students/forms-documents](https://grad.ucalgary.ca/current-students/forms-documents) |
| 6 mos.     | - Student has applied for available awards  
- Supervisory Committee Appointed PhD |
| 12 mos.    | - One committee meeting occurs annually (minimum), minutes submitted to Graduate Coordinator  
- Progress Report completed online by Student & Supervisor |
| 24 mos.    | - One committee meeting occurs annually (minimum), minutes submitted to Graduate Coordinator  
- Progress Report completed online by Student & Supervisor  
- PhD Student Proposal Approved |
| 28 mos.    | - Deadline for PhD Candidacy Oral Exam |

### Maximum PhD Candidacy Completion
- 28 months (direct entry)  
- 36 months (MSc-PhD transfer)  

### Maximum PhD Completion
- 6 years (expected 4 yrs)
Did You Know: Deadlines

**MSc**

- **First 2 Weeks**: Meeting with student and supervisor
  - Student-Supervisor Checklist of Expectations
  - Intellectual Property Awareness Agreement
  - Both forms submitted to Graduate Coordinator

- **First 2 Months**: Develop GANTT or similar for term, year, and program
  - Some basic examples are available at [https://www2.le.ac.uk/offices/ld/resources/dissertations/getting-started/your-time-management/gantt-charts/gantt-charts](https://www2.le.ac.uk/offices/ld/resources/dissertations/getting-started/your-time-management/gantt-charts/gantt-charts)

- **Grant Deadlines**: Ongoing
  - See ‘Funding: Award Deadlines Calendar; document

- **3 Months**: Committee Appointed
  - Email committee to Graduate Coordinator who will generate appointment form

**Note**: Methods class in Fall to help develop Research Question; Stats class(es) in winter to finalize research plan and analysis

- **6-12 Months**: Proposal Approved
  - In-person committee meeting
  - Minutes submitted to Graduate Coordinator

- **6-24 Months**: Research ongoing

- **24 Months** (approximate): Thesis Defence
  - See ‘Defences’ document

**Graduate!**

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**PhD**

- **First 2 Weeks**: Meeting with student and supervisor
  - Student-Supervisor Checklist of Expectations
  - Intellectual Property Awareness Agreement
  - Both forms submitted to Graduate Coordinator

- **First 2 Months**: Develop GANTT or similar for term, year, and program
  - Some basic examples are available at [https://www2.le.ac.uk/offices/ld/resources/dissertations/getting-started/your-time-management/gantt-charts/gantt-charts](https://www2.le.ac.uk/offices/ld/resources/dissertations/getting-started/your-time-management/gantt-charts/gantt-charts)

- **Grant Deadlines**: Ongoing
  - See ‘Funding: Award Deadlines Calendar; document

- **6 Months**: Committee Appointed
  - Email committee to Graduate Coordinator who will generate appointment form

**Note**: Methods class in Fall to help develop Research Question; Stats class(es) in winter to finalize research plan and analysis

- **6-24 Months**: Proposal Approved
  - In-person committee meeting
  - Minutes submitted to Graduate Coordinator


- **6 Months onward**: Research ongoing

- **48-60 Months** (approximate): Thesis Defence
  - See ‘Defences’ document

**Graduate!**

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**Annual Requirements**

- **May 15**: Annual Progress Report (online)
- **12 Months**: Annual supervisory committee meeting
- **Minutes submitted to Graduate Coordinator**